



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

MANAGER, PROBATION PROGRAM PLANNING

Class No. 002395

■ CLASSIFICATION PURPOSE

Under general direction, organizes and directs all program review, evaluation, and development activities for the Probation Department, including development of plans, design of evaluation and monitoring tool, development of grant funding and proposals, analysis of legislation; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The incumbent is responsible for managing sub-units, which develop short and long range plans and for performing on-going evaluation of the appropriateness, adequacy, and effectiveness of all County Probation services. This class differs from the Administrative Services Manager series in that the latter manages administrative support services such as budgeting, fiscal control, and facilities maintenance. The Manager, Probation Program Planning, is distinguished from the Analyst series in that it requires broader management skills such as priority-setting and planning process, policy setting for Probation services, as well as knowledge of State and Federal requirements for Probation services and administration of Probation programs.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Coordinates and directs annual planning process and long range planning of Probation Services .
2. Reviews computer format to record and track plan development.
3. Supervises development of manuals and evaluation tools for Probation programs.
4. Advises administration on progress and status of reviews and audits.
5. Assigns, coordinates, and reviews special projects and reports on Probation services.
6. Assumes executive staff approval policies for issues, which apply to all Probation programs.
7. Supervises legislative analysis of law enforcement issues and advises administration on impact to current programs and long-range plans.
8. Develops techniques to analyze programs or components for cost effectiveness, efficiency, and adherence to Federal, State, and local laws.
9. Prepares budget information for program review and development.
10. Supervises, trains, and evaluates staff.
11. Oversees County-wide Probation Quality Assurance activities.
12. Answers questions and is interviewed by media.
13. Makes presentations on new programs to advisory boards.
14. Serves on task forces.
15. Briefs Board Aids on new programs and issues.
16. Supervises development of grant proposals.

17. Coordinates with other managers of Probation services to design parameters of grant proposals.
18. Provide responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

- Principles of long range planning and forecasting.
- Principles of grant writing and proposal development.
- Principles of organizational development.
- Data collection, analysis, and display.
- Federal, State, and local regulations related to Probation services, programs, and quality assurance.
- Techniques used to monitor and evaluate Probation programs and service delivery.
- Current trends in Probation programs, services, and models.
- The General Management System in principle and in practice.

##### Skills and Abilities to:

- Plan, organize, and coordinate the work of a professional staff.
- Facilitate group discussions to identify program goals and design.
- Effectively communicate both orally and in writing.
- Work effectively with a variety of community leaders and government officials.
- Analyze and evaluate complex problems and issues and integrate solutions with available resources.
- Analyze, develop, and recommend changes in systems and policies on highly complex and sensitive issues.
- Write effective proposals, reports, and correspondence.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience is: Five (5) years of experience in an administrative capacity with primary responsibility for supervising the planning and evaluation of major programs related to the delivery of human services preferably in a public agency. A Bachelor's degree in Public Administration, Information Systems, or a closely related field is desirable.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

##### Working Conditions

Office environment; exposure to computer screens.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

##### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: October 23, 1988**  
**Reviewed: August 20, 2002**  
**Revised: Spring 2003**

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Manager, Probation Program Planning (Class No. 002395)

Union Code: MA

Variable Entry: Y